

**THE CITY OF KIRKLAND PARKS & COMMUNITY SERVICES  
REQUEST FOR PROPOSAL (RFP)**

**2010  
FOOD AND BEVERAGE CONCESSIONS IN PARKS**

**A. PURPOSE OF REQUEST**

The City of Kirkland Parks & Community Services (KPCS) is seeking seasonal concession contractors to provide food and beverage services to the public. This Request for Proposal (RFP) represents a solicitation by KPCS for services. This RFP is intended to encourage vendors to clearly show that they are qualified to provide food and beverage service in a consistent and revenue positive manner for one (1) year. Each Bidder must clearly identify their knowledge of mobile concession operations, food safety practices, contract relations and demonstrate financial stability. Requirements and KPCS needs are outlined in this RFP.

**B. RFP SELECTION PROCESS SCHEDULE**

The Department's proposed schedule for review of the RFP Submittals and final selection of the Contractor is as follows:

- February 16                      - RFP Packages available
- March 19                         - RFP Submittal Dateline: 4:00 PM.
- March 22 - 26                 - Evaluation Panel reviews and scores RFP Submittals.
- March 30                        - Oral interviews – If needed.
- March 31                        - Contract awards.

**RFP SUBMITAL DEADLINE**

Proposals must be received no later than 4:00 p.m. PST on Friday, March 19, 2010.

City of Kirkland  
Attn: Barry Scott – Parks Food & Beverage Concessions  
123 5<sup>th</sup> Ave  
Kirkland, WA 98033

Emailed proposals should include "2010 Concessions in Parks RFP" in the subject line, be in PDF or MS Word format and be addressed to:

[bscott@ci.kirkland.wa.us](mailto:bscott@ci.kirkland.wa.us)

## C. RFP REQUIREMENTS

Please note the following general requirements are mandatory to all proposals. Proposals submitted after the deadline date or lacking one or more of the following requirements will not be accepted.

Please include your name; business name; address; email address; phone number; fax number

All e-mailed proposals must be sent as PDF or MS Word document.

Complete, sign and submit all RFP forms provided by the Department. To be evaluated, a proposal must completely answer each question in the questionnaire.

All proposals must include the legal name of organization, firm, individual of those submitting the RFP. Include the address of principle place of business; phone numbers; primary person to contact and be signed by an official who is legally authorized to bind the organization including his or her signature on the Financial Page.

Provide all references and materials required by the RFP instructions.

If clarification is required, submit questions in writing or by e-mail to the Business Services Programs Manager at [mmetteer@ci.kirkland.wa.us](mailto:mmetteer@ci.kirkland.wa.us) prior to the due date. Please allow at least one business day for responses. Questions submitted after the due date will not be answered.

Mail, ship or deliver three signed and completed RFP Submittal to Department at the address provided before the due date and time. Incomplete proposals, proposals not on the forms provided by the Department and proposals that arrive after the due date and time will not be accepted.

If mailed, clearly mark the exterior of the RFP package – “**2010 Concessions in Parks RFP**”.

## D. PROPOSALS

Proposals should be prepared simply, providing straight forward concise descriptions of the applicants’ capabilities to satisfy the requirements of the request. All proposals must be in either a PDF or Word document and include the following; all proposals will be evaluated based on point values where indicated below.

All applicants are encouraged to visit their desired site prior to submitting a proposal. Sites vary in locations and in description; some have the potential to use permanent concession facilities while others will require mobile "carts" that need to be removed at the end of each business day.

Contracts are awarded annually and may be renewed up to three years. The successful bidder will be expected to abide by all City of Kirkland Ordinances, Park rules, business licensing and Public Health food service requirements.

Tenant improvement; list any and all desired improvements in the RFP; include items such as, seating, power, water, security, etc. It is to be understood that any modifications or improvements desired by the Bidder shall be installed at the sole expense of the Bidder and requires advance written approval from the KPCS staff. All improvements shall become the property of the City of Kirkland upon completion of installation; provided that the contractor shall be entitled to utilize the modifications and improvements in accordance with this Agreement while this Agreement is in effect.

All proposals become the property of the City of Kirkland.

## **E. SUGGESTED PARK SITES**

- **Juanita Beach – North side Juanita Drive concessions**
  - Address: 9703 Juanita Drive, Kirkland WA 98034
  - Description: 2 little league fields – open space field and tennis courts
  - Desired business hours of operations: 3:00 – 8:00, weekdays & 8:00 am – 8:00 pm weekends (dates listed are consistent with little league schedule)
  - Space or site available for proposal: No permanent concessions facilities available. All concessions must be mobile or contractor supply concessions stand.
  - Utilities: No utilities are available
    - Juanita Beach – Beach Side Café  
The beach side of Juanita Beach Park will be **closed in 2010** for construction
- **Marina Park**
  - Address: 25 Lake Shore Plaza, Kirkland WA
  - Description: Busy Waterfront Park. City Dock hosting transient moorage and commercial tour boats. Summer concerts in park, unique gathering location with spectacular views.
  - Park hours: Dawn to 11:30 pm

- Desired business hours of operations: Dawn to 10:00 pm
  - Space or site available for proposal: No permanent concessions facilities available. All concessions must be mobile
  - Utilities available: Approximately 200 amps of power available; water available; hand washing hot water available on site.
- **Waverly Beach**
    - Address: 633 Waverly Park Way, Kirkland 98033
    - Description: Waterfront Park; swimming beach, playground area, fishing pier.
    - Park hours: Dawn to 10:00
    - Desired business hours of operations: Dawn – 8:00 pm
    - Space or site available for proposal: No permanent concessions facilities available. All concessions must be mobile.
    - Utilities available: Power and water available; no hot water.
- **Peter Kirk Pool:**
    - Address: 340 Kirkland Ave, Kirkland WA 98033
    - Description: Public swimming pool; open swims, swim team, swim lessons, private parties.
    - Pool operation hours: 5:30 am – 8:30 pm
    - Desired business hours of operations: Consistent with pool hours.
    - Space or site available for proposal: No permanent concessions facilities available. All concessions must be portable.
    - Utilities available: Approximately 20 amps of power available, water available; no hot water.
- **Crestwoods Park:**
    - 1818 6<sup>th</sup> Street, Kirkland WA 98033
    - Description: 2 softball fields used March through October, 1 little league field, 1 soccer field, playground. Softball games and/or practices daily.
    - Desired business hours of operations: 3:00 pm – 8:00 pm Monday – Friday. Weekends 8:00 am – 8:00 pm
    - Space or site available for proposal: No permanent concessions facilities available. All concessions must be mobile or contractor supply concessions stand.

KPCS will evaluate and consider all proposals submitted.

## **F. REQUIREMENTS**

If your proposal is accepted, the following fees and requirements will be due upon issuance of your concession permit:

City of Kirkland Business License: Be advised that you must present a current copy of a valid City of Kirkland Business license prior to being awarded an agreement.

Insurance: Contractor shall obtain and maintain for the duration of this agreement, policies of comprehensive general liability with combined single limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate with an insurer having no less than a Best's rating of A VII and authorized to do business in the State of Washington. A \$2,000,000 products/completed operations aggregate is required for contractors that prepare food. The insurance policy shall be written on an occurrence basis. The City shall be named as an additional insured and a copy of the endorsement naming the City as an additional insured shall be attached to the Certificate of Insurance. Certificate of Insurance shall be filed with the City prior to vendor providing services.

Compliance with law/business license: The Contractor shall comply with all applicable State, Federal and City laws, ordinances, regulations, and codes. Contractor must obtain City of Kirkland business license or otherwise comply with Kirkland Municipal Code Chapter 7.02

The successful bidder will also be expected to keep concessions area clean and provide daily clean-up. KPCS will award exclusive agreements to concession at the individual sites to contractors that best demonstrate the ability to provide a healthy, innovative, affordable, and full service menu; provide equipment rentals where the department notes as feasible and provide reliable service to park patrons while paying the highest and most reasonable return to the Department.

It will be the Contractors responsibility to contact; arrange and comply with specific Seattle-King County Health Department requirements for proposed concession site(s). It is the responsibility of the Contractor to verify that adequate water and electrical service is available to support the equipment they intend to operate at a particular location. Any modifications or improvements to concession areas shall be at the sole expense of the successful bidder, and will require advance written approval from Kirkland Parks and Community Services staff.

The bidder understands and agrees that KPCS will only grant concessions by the contract, and not lease. Concession contract(s) will only confer permission to occupy and use the premises described for concession purposes. A successful bidder's expenditure of capital and /or labor in the course of use and occupancy will not confer any interest or estate in the premises by virtue of said use, occupancy and / or expenditure of money thereon. KPCS will only grant successful bidders ("Contractors") an individual, revocable and non- transferable privilege of use in the premises for the concession granted.

## **G. PROPOSAL EVALUATION AND SELECTION**

A panel will review the qualified Bids and qualifications as submitted in this RFP process. The panel will score the RFP submittals, determine the highest qualified applicants, conduct interviews as necessary, and make a final recommendation to the Parks and Community Services Deputy Director regarding the award.

The following criteria will be used to evaluate RFP Submittals:

### **Days and Hours of operation**

**25 points**

How many days per week and during what hours do you intend to operate the concession? What date would you prefer to open and what date will you close?

### **Products/ Services to be offered for sale**

**25 points**

What product(s) do you intend to offer? What size(s)? What price (s)? What Nutritional snacks do you intend to offer? Please list all proposed items and unit prices.

### **Concession Experience/Business References**

**25 points**

Please list at least three (3) references that will support, document or verify your performance in providing concession services and/or operating a business.

### **Compensation**

**25 points**

Please detail the percentage of gross revenue to be paid to the City (the standard percentage is 15% gross not to included taxes)

Please provide a statement outlining how contractor will document and report revenues and expenditures.

## **H. QUESTIONS**

Any questions regarding concessions in parks or site visits should be directed to Mike Metteer at: [mmetteer@ci.kirkland.wa.us](mailto:mmetteer@ci.kirkland.wa.us)